



# CITY OF HOUSTON

## Job Posting

SH

*Applications accepted from:*

ALL PERSONS INTERESTED

*Job Classification*

MAINTENANCE SUPERVISOR

*Posting Number*

PN# 103433

*Department*

Department of Public Works & Engineering

*Division*

Public Utilities Division

*Section*

Water Production Branch

*Reporting Location*

611 Walker\*

*Workdays & Hours*

Rotating days/shifts\*

\*Subject to change

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinates, schedules and monitors work assignments to ensure a safe environment. Creates, develops and implements training and safety programs. Plans efficient work methods and procedures to improve workflow. Orders and maintains inventory of supplies, including completing work orders and equipment records. Contacts appropriate vendors to service equipment and utility systems. Supervises workers engaged in field construction and maintenance activities. Performs various administrative activities.

### WORKING CONDITIONS

This position requires stooping, bending and/or lifting items (up to 30 pounds) with occasional periods of walking on rough surfaces.

### MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or GED certificate.

### MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in building or ground maintenance are required.

### MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

### PREFERENCES

Preferences will be given to applicants with two years of preventive maintenance experience.

### SELECTION/SKILLS TESTS REQUIRE None

However, the Department may administer a skill assessment evaluation.

### SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

#### Salary Range - Pay Grade 16

\$946 - \$1,279 Biweekly      \$24,596 - \$33,254 Annually

### OPENING DATE

March 16, 2005

### CLOSING DATE

March 22, 2005

### APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer